

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.5.03
Section:	SALPN Committees	Issued:	December 6, 2013
Subject:	Committee Chairperson Role Description	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 3
		Affirmed	March 8, 2017
Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

1. POLICY

A SALPN Committee Chairperson has the important role of steering a Committee through its business effectively and efficiently.

2. PROCEDURE

A SALPN Committee Chairperson is mindful of the following points:

2.1 *Before the Meeting*

- a. Plan the agenda with the Executive Committee or staff person assigned to your committee. Include items brought to you by other members. Decide the order and timing of the agenda, and who will introduce each one
- b. Identify which agenda items are for information, discussion or a decision.
- c. Be well briefed about each item, and actions taken since the last meeting.
- d. Ensure all necessary background papers (including the last meeting's minutes) are sent out with the agenda beforehand.
- e. Check with staff that all relevant practical arrangements have been made, e.g. room, layout, visual aids, etc.
- f. Arrive in good time before the meeting is due to start.
- g. Ensure all new committee members are provided with a detailed orientation on the role of the SALPN and role of their specific committee. Orientation documents can be accessed through the SALPN office.

2.2 *During the Meeting*

Communicate

- a. Start the meeting. Welcome any new members. Make any necessary introductions.
- b. Receive apologies for absence.
- c. Ensure that additions or amendments to minutes are recorded.
- d. State the objectives of the meeting and each item.
- e. Try to be brief when making a point.

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Control

- a. Maintain control. Set out time limits.
- b. Allow flexibility and freedom of expression.
- c. Keep to the agenda.
- d. Ensure quorum is present.
- e. Ensure time is used effectively.
- f. Ensure that proper minutes are taken.

Coax

- a. Ensure full participation.
- b. Draw out quieter members and discourage those who are monopolizing the meeting.
- c. Be prepared to highlight issues that no-one else will, and to be the one who always has to ask awkward questions.

Clarify

- a. Ensure everyone understands what is being discussed.
- b. Summarize.
- c. Ensure that if jargon and abbreviations are used, all present understand them.
- d. Ensure that decisions are recorded, together with who is going to implement them. It can be useful to record decisions on a flip-chart as they are made.

Decision Making

- a. Ensure that decisions are taken in the context of the organization's strategy and that they are recorded, together with who is going to implement them.

Guide

- a. Remember that above all you are there to guide the meeting.
- b. Steer members to work harmoniously and purposefully as a team.
- c. Keep an eye on time

At the End of the Meeting

- a. Summarize decisions taken and action points to be followed up e.g. who's responsible, by when.

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- b. Agree a date for the next meeting - it is usually best to set dates for the year's meetings well in advance.
- c. Ensure that the minutes are written up, checked by the Chair and sent out in good time.